Human Resources Analyst

Salary Range: 24
Annual: $52,599 – $63,122
Hourly $25.29 – $30.35

JOB SUMMARY:

Under the direction of the HR Director, the HR Analyst will provide data-driven insights and recommendations to assist in the development and administration of personnel programs and services, recruitment and selection activities, new employee onboarding, job classification and compensation analysis, and employee training programs. This position will act as the NEOGOV administrator and occasionally be a backup to the Payroll approval process. Other duties may include coordinating and facilitating employee events such as onboarding, recognition, appreciation, or retirement. Excellent teamwork and superior customer service is required in this role.

DUTIES AND RESPONSIBILITIES

*The following duties **ARE NOT** intended to serve as a comprehensive list of all duties performed in this classification, only a representative summary of the primary duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.*

Data Collection and Analysis:
- Gather and maintain HR-related data, including employee demographics, performance metrics, turnover, and compensation information.
- Prepare reports, dashboards, and visualizations to present HR data findings to improve HR strategies.

Recruitment and Talent Acquisition:
- Manage the NEOGOV automated job application and hiring software and troubleshoot processes related to improving the process and training users. Act as the NEOGOV administrator for the City.
- Analyze recruitment data, such as time-to-fill, source effectiveness, and candidate quality, to improve the hiring process.
- Evaluate the success of the hiring process and make recommendations for improvement.
- Attend job fairs and/or other employment-related functions; promote the City's employment opportunities to potential job applicants
- Assist City departments with hiring process including preparing and managing job postings, advertising open positions, screening applicants, and scheduling interviews; conduct background checks, MVR record checks; facilitate the employee hiring processes.

Employee Engagement and Retention Analysis:
- Analyze employee engagement survey results and turnover data to identify factors impacting retention and engagement.
- Assist in delivering employee and supervisory training on various related topics including City policy, hiring practices, employment law, preventing harassment, diversity, discipline, customer service, etc.
- Work with HR Director to develop and maintain curriculum for citywide training. Assist with creating employee development and succession plans.
- Research and make recommendations for retention strategies and initiatives.

Compensation and Benefits Analysis:
- Conduct compensation benchmarking and salary structure analysis.
- Assist in analyzing employee benefits programs to ensure competitiveness and cost-effectiveness.
- Update and maintain job description file records.
- Gather and analyze data pertaining to job classifications and makes classification recommendations

Compliance and Reporting:
- Ensure HR practices and policies align with legal and regulatory requirements.
- Prepare compliance reports and assist with audits when necessary.

HR Systems Management:
- Assist in the management and maintenance of HR-related software tools.
- Utilize NeoGov E-Forms to create and streamline electronic HR forms
- Provide back up support to approve Payroll in ERP Pro 10 and complete any payroll-related reporting.

Ad Hoc Projects and Support:
- Provide support on special HR projects, such as birthdays, Christmas events and other employee recognition celebrations.
- Performs other duties as assigned.

SUPERVISION EXERCISED: No direct supervision

MINIMUM QUALIFICATIONS:

Education and Experience:

Bachelor's degree in human resources, Public/Business Administration, or related field and three years proven experience as an HR Analyst or a comparable role.

Desired Qualifications:
- Strong analytical and quantitative skills, including proficiency with data analysis tools (e.g., Excel, HRIS, Statistical software).
- Knowledge of HR metrics, laws, and best practices.
- Excellent writing and verbal communication and presentation skills.
- Ability to work independently and as part of a team.
- Strong problem-solving skills and a results-oriented mindset.
- Attention to detail and a high level of accuracy.
- Knowledge of NeoGov software a plus.
- Experience with ERP Pro 10 (Incode 10), Tyler-Munis or other HRIS software a plus
- Payroll processing or payroll support experience a plus.

Skill in:
- Reading, interpreting, understanding, and applying personnel standards and procedures, applicable Federal, state, and local rules and regulations, and City policies and procedures.
- Analyzing complex issues, collecting information, and recommending methods, procedures, and techniques for resolution of issues.
- Managing multiple projects and prioritizing multiple tasks and demands.
- Controlling the confidentiality of human resources databases, files, and reports, according to the standards of applicable laws and regulations.

Preferences
- Bi-lingual in Spanish (written and oral) desired
- Local government experience preferred
- NEOGOV experience preferred
- ERP Pro 10 or other HRIS Payroll software
- PHR or SPHR a plus

Special Requirements:
- Professional certifications e.g., PHR, SPHR, SHRM-CP, SHRM-SCP, or HR Analytics Certification a plus.

Physical Demands / Work Environment:
- Standard office environment
- Ability to sit or stand for long periods
- Ability to lift 15 pounds

POSITION IS OPEN UNTIL FILLED

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